

GLOSSARY OF TERMS AND ACRONYMS

Accrued Expenditures – The charges incurred by the grantee during a given period requiring the provision of funds for:

- (1) Goods and other tangible property received;
- (2) Services performed by employees, contractors, sub grantees, subcontractors, and other payees; and
- (3) Other amounts becoming owed under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit payments.

Application - The process for collecting information for supporting a determination of eligibility.

Note: Equal Employment Opportunity (EEO) data must be collected on individuals during the application process (e.g., age, sex, race/ethnicity, and disability). (Ref: 20 CFR 663.105)

Assessment – Collecting and analyzing information to make judgments about the needs and learning progress of individuals or groups; also, techniques, devices, or instruments used to collect evidence, ranging from formal and standardized (such as TABE) to criterion-referenced tests (CRTs) to alternative (portfolios) to informal processes (such as observation checklists).

CalWORKs (Youth)– A Youth who is a Los Angeles County resident between the ages of 14-21 residing in a household that receives public benefits of cash aid and food stamps through the California Work Opportunities and Responsibilities to Kids program.

Career Planning Exposure of individuals to various career options, through guest speakers, job shadowing, learning the use of Labor Market information, etc.

Case Management A procedure to plan, seek, coordinate and monitor services from a variety of agencies and staff on behalf of a client. A case manager shall use the assessment results to develop, with the active input of the youth client, a comprehensive Individual Service Strategy (ISS), coordinate services, advocate for the youth client, monitor the youth client's progress, and frequently reassesses the youth's progress and needs.

Certificate – A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards are not included in this definition. Work readiness certificates are also not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.

Exhibit C

- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Corrective Action (*DOL Regulations 29 CFR 99.105*) - Action taken by the auditee that (1) corrects identified deficiencies, (2) produces recommended improvements, or (3) demonstrates that audit findings are either invalid or do not warrant auditee action.

Cost (*OMB Circular A-87*) - An amount as determined on a cash, accrual, or other basis acceptable to the Federal awarding or cognizant agency. It does not include transfers to a general or similar fund.

Cost Allocation Plan (CAP) (*OMB Circular A-87*) - Central service cost allocation plan, public assistance cost allocation plan, and indirect cost rate proposal.

Cost Objective (*OMB Circular A-87*) - A function, organizational subdivision, contract, grant, or other activity for which cost data is needed and for which costs are incurred.

County of Los Angeles Community and Senior Services Department (CSS), Department Head or designee and/or Board of Supervisors.

Credential A nationally recognized degree or certificate or state/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. States should include all state education agency recognized credentials. In addition, states should work with local workforce investment boards to encourage certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.

Disadvantaged Youth - Subject to paragraph (3), the term “disadvantaged youth” means an individual who is age 16 through 21 who received an income, or is a member of a family that received a total family income, that, in relation to family size, does not exceed the higher of:

- the poverty line; or
- 70 percent of the lower living standard income level.

Employment Readiness Skills The basic skills that assist an individual to find and sustain employment, such as, world of work awareness, labor market knowledge, career planning, job search techniques, leadership, allocating resources, team work, and interpersonal skills.

Equipment (*OMB Circulars A-21, A-87, A-122*) - Tangible nonexpendable personal property, including exempt property charged directly to the award, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, lower limits may be established. Equipment includes, but is not limited to, equipment acquired before the publication of these regulations and equipment transferred from prior years. A grantee may use its own definition of equipment provided that such definition at least includes all equipment defined above.

Foster Care Youth A youth under 18 years of age (to 21 years of age under specific circumstances) who is being provided 24-hour care and supervision by someone other than a parent/legal guardian in a location other than his or her own home.

GAAP (*DOL Regulations 29 CFR 99.105*)- Generally Accepted Accounting Principles. Accounting rules and procedures established by authoritative bodies or conventions that have evolved through custom and common usage. Has the meaning specified in generally accepted government auditing standards (GAGAS). [OMB Circular A-133] Issued by the American Institute of Certified Public Accountants (AICPA).

GAGAS (*DOL Regulations 29 CFR 95.2*)- Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States, which are applicable to financial audits.

Homeless (*Stewart McKinney Homeless Assistance Act, Section 103*) - An individual who lacks a fixed, regular, and adequate nighttime residence; and who has a primary nighttime residence that is:

- A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); **or**
- An institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, regular sleeping accommodations for human beings.

Homeless Individual Any adult or youth who lacks a fixed, regular, adequate nighttime residence; or an adult or youth who has a primary nighttime residence that is:

Exhibit C

- (A) A publicly or privately operated shelter for temporary accommodation (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
- (B) An institution providing temporary residence for individuals intended to be institutionalized, or
- (C) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The term "homeless" does not include a person imprisoned or detained pursuant to an Act of Congress or a State law.

Indirect Cost Rate The organization's central management and administrative functions, general expenses, and selected joint COSTS necessary to overall operations are normally identified as indirect costs and budgeted for and distributed through an indirect cost rate. These costs are not readily assignable to specific awards and activities because a direct relationship to cost objectives cannot be shown or would be somewhat arbitrary in nature.

Leverage Includes matching, cost sharing, and cash contributions. Leveraged resources can include a wide range of in-kind and non-WIA funded Benefits from personnel, volunteers, facilities, materials and direct participant costs paid from other public and private resources. Public resources can include co-enrollment in other federal funded programs, private grants, paid internships, supervisor hours, public education instructional services, donated materials, etc.

Local Workforce Investment Area (LWIA) LWIAs are Governor-designated administer sub-state areas that administer services under the Workforce Investment Act (WIA). Factors that are considered in designating these LWIAs include geographic location, population, and commonality of labor market areas.

Los Angeles County Workforce Investment Board (LACWIB) The Los Angeles County Workforce Investment Board (WIB) administers the Workforce Investment Act (WIA) programs in Los Angeles County.

Low Income An individual who falls within one or more of the following groups:

- Receives public assistance
- Meets federal poverty guidelines
- Homeless
- Foster child

Low-Income Individual – An individual who—

- Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
- Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved

(exclusive of unemployment compensation, child support payments, cash payments under a Federal, State, or local income-based public assistance program, and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of:

1. The poverty line, for an equivalent period; or
 2. 70 percent of the lower living standard income level, for an equivalent period;
- Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
 - Qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
 - Is a foster child on behalf of whom State or local government payments are made; or
 - In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in the first or second criteria listed above, but who is a member of a family whose income does not meet such requirements.

Nonprofit Organization (OMB Circular A-122) - Any corporation, trust, association, cooperative, or other organization which (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. For this purpose, the term "nonprofit organization" excludes (a) colleges and universities; (b) hospitals; (c) State, local, and Federally recognized Indian tribal governments; and (d) those nonprofit organizations that are excluded from coverage of this circular in accordance with Paragraph 5. The organizations excluded from coverage are large and operate as commercial concerns for purposes of applicability of cost principles. They are listed in Attachment C to the circular.

OMB (*DOL Regulations 29 CFR 97.3*) - The United States Office of Management and Budget.

Orientation The process by which employment program staff describe the features and benefits of a workforce development program to potential applicants. This can be done individually or in groups.

Outcomes Another term for performance measurement criteria used to evaluate the effectiveness of a job training or placement program. Traditional criteria used to measure workforce development programs include number of job placements and percentage of retained employees after six months or one year.

Outreach or Recruitment - An active effort to encourage individuals to avail themselves

of program services.

Outlays (Expenditures) – Charges made to the project or program. Outlays are to be reported on an accrual basis. For reports prepared on an accrued basis, outlays are the sum of actual cash disbursements, the dollar amount of indirect expenses incurred, the value of in-kind contributions applied, and the new increase (or decrease) in the amounts owed by the grantee for goods and other property received, for services performed by employees, contractors, sub-grantees, subcontractors, and other payees, and other amounts becoming owed under programs for which no current services or performance are required, such as annuities, insurance claims, and other benefit payments.

Paid Work Experience is defined as paid work in a public or private sector designed to introduce Youth who have little or no experience to the work environment. Depending on the needs of the Youth, the average work experience will be a minimum of 160 hours. The hourly rate for the Work Experience will be \$8.00.

Participant – An individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services authorized under Title I of the Workforce Investment Act) under a program authorized by Title I of the Workforce Investment Act. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving subsidized employment, training, or other services provided under Title I of the Workforce Investment Act.

Post-test A test administered to a participant at regular intervals during the program.

Pre-test A test used to assess a participant's basic literacy skills, which is administered to a participant up to six months prior to the date of participation, if such pre-test scores are available, or within 60 days following the date of participation.

Prior Approval (*OMB Circular A-122*) - Securing the awarding agency's permission in advance to incur cost for those items that are designated as requiring prior approval by the circular. Generally, this permission will be in writing. Where an item of cost requiring prior approval is specified in the budget of an award, approval of the budget constitutes approval of that cost.

Probation Youth Any person under the age of 18 years when he or she violates any law of this state as defined in WIC 601-608, the United States or any ordinance of any city or county of this state defining crime other than an ordinance establishing a curfew based solely on age, is within the jurisdiction of the juvenile court, which may adjudge such person to be a ward of the court.

Program Income - Gross income earned by a recipient or sub-recipient that is directly generated by a supported activity or earned as a result of the award. Program income includes, but is not limited to, income from fees for services performed, the use of rental of personal property acquired under federally funded projects, the sale of commodities or items fabricated under an award, and license fees and royalties on patents and copyrights.

Program income does not include the receipt of rebates, credits, discounts, etc. or interest earned on any of them. Reimbursement of rent payments by One Stop Center partners is not program income. It is a credit to the rent line item of the contract and is not to be treated as program income.

Questioned Costs (*OMB Circular A-133*) - Costs questioned by auditors that are not properly supported by accounting records, are related to a violation of law, regulation or contract, or appear unreasonable.

Responsible Entity is one that has been determined to: (1) have adequate financial resources to perform the contract or the ability to obtain such resources; (2) be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and business commitments; (3) have a satisfactory performance record; (4) have a satisfactory record of integrity and business ethics; (5) have the needed organization, experience, accounting, operational control and technical skills or ability to obtain them; (6) have adequate production, construction or technical equipment and needed facilities or the ability to obtain them; and (7) be both qualified and eligible to receive the award under applicable law and regulation."

Secretary's Commission On Achieving Necessary Skills (SCANS) Incorporates competencies, foundation skills and personal qualities that are needed for solid job performance.

Self-Sufficiency - Local WIBs (in California) must set criteria for determining whether employment leads to self-sufficiency. At a minimum, such criteria must provide that self-sufficiency means employment that pays at least the lower living standard income level (see reference above).

Subcontract A legal agreement which an organization, not signatory to the County contract agrees to provide activities/services or materials necessary to fulfill the original County agreement.

Successful Bidder means any agency having a Master Agreement and Work Order with County. For purposes of the Workforce Investment Act of 1998 (WIA) and the One-Stop System, the term includes local Workforce Investment Areas, sub-recipients, and/or administrative entities, their sub-recipients and vendors and any other entity that receives federal and/or state dollars for the operation of employment and training programs and delivery of services, either directly or indirectly.

Vendor – An entity responsible for providing generally required goods or services to be used in the grant program. Distinguishing characteristics of a vendor include items such as: providing the goods and services within normal business operations; providing similar goods or services to many different purchasers, including purchasers outside the grant program; and operating in a competitive environment. Any entity directly involved in the delivery of program services not available to the general public, with the exception of an employer providing on-the-job training, will be considered a sub-recipient rather than a vendor.

Vendors are not subject to the statutory and regulatory requirements of Federal Statutes. The vendor's responsibility is to meet the requirements of the award, as stated in the contract services called for by the agreement have been delivered and accepted.

Work Experience - A planned, structured learning experience that is provided through contractual supervised work site training by an employer in the public, private nonprofit, or private sector.

Work Experience generally will not exceed 520 hours and will be designed to impart specific behavioral competencies. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. There is no expectation that the trainee will be retained in employment after the training period.

Work Readiness Skills Goals – Work readiness skills include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self-image.

Worker's Compensation - Some form of legally acceptable worker's compensation must be provided for participants if they are engaged in any sponsored work activity while enrolled in the program.

For instances, other sponsored work activities (e.g., work experience or internships), where the service provider is the employer of record, such service provider shall provide compensation coverage through their compensation insurance carrier.

Workforce Investment Area A combination of local areas that are partly or completely in a single labor market area, economic development region, or other appropriate contiguous sub area of a state, that is designated by the state under WIA Section 116(c).

Workforce Investment Board (WIB) A Local board appointed by the Los Angeles County Board of Supervisors in accordance with State criteria. The WIB sets policy for the workforce development system county-wide, and responsible for a variety of activities. The WIB is also formerly known as the Private Industry Council. The WIB must have a majority business representation and representation of each mandatory WorkSource/One-Stop partner (i.e.: EDD, DPSS, etc.).